BELLE PLAINE CITY COUNCIL
REGULAR SESSION
APRIL 1, 2013

1. PLEDGE OF ALLEGIANCE.

Mayor Michael Pingalore led those present in the Pledge of Allegiance.

2. CALL TO ORDER. 2.1. Roll Call.

The Belle Plaine City Council met in Regular Session on Monday, April 1, 2013 at 6:00 p.m. in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Michael Pingalore called the meeting to order with Councilmembers Gary Trost, Cary Coop, Scott Schneider and Paul Chard present.

Also present were City Administrator David Murphy, Public Works Superintendent Al Fahey, Finance Director Dawn Meyer, Police Chief Tom Stolee, City Engineer Joe Duncan and Attorney Melissa Manderscheid filling in for City Attorney Bob Vose. Zachary Schoenecker served as the video recording operator.

3. APPROVAL OF AGENDA.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. APPROVAL OF CONSENT AGENDA.

4.1. Regular Session Minutes of March 18, 2013.
4.2. Resolution 13-034 Establishing Staff Accountant Position, Adopting Job Description and Pay Scale and Authorizing Staff to Proceed with Advertising to Seek Candidates for the Position.
4.3. Authorizing Staff to Proceed with Request for Proposals for Architectural Services for the Community Library Expansion Project.
4.4. Authorizing Participation by City Administrator at the Minnesota City-County Managers Spring Leadership Institute for May 1-3, 2013.
4.5. Approving Temporary On-Sale 3.2% Liquor License for the Belle Plaine Baseball Association.

Councilmember Trost requested consent agenda item Resolution 13-034 Establishing Staff Accountant Position, Adopting Job Description and Pay Scale and Authorizing Staff to Proceed with Advertising to Seek Candidates for the Position, be moved to the business portion of the agenda.

MOTION by Councilmember Coop, second by Councilmember Trost, to move "Resolution 13-034 Establishing Staff Accountant Position, Adopting Job Description and Pay Scale and Authorizing Staff to Proceed with Advertising to Seek Candidates for the Position" to the business portion of the agenda, and approve the remaining items as follows: 4.1. Regular Session Minutes of March 18, 2013, 4.2. Authorizing Staff to Proceed with Request for Proposals for Architectural Services for the Community Library Expansion Project, 4.3. Authorizing Participation by City Administrator at the Minnesota City-County Managers Spring Leadership Institute for May 1-3, 2013, and 4.4. Approving Temporary On-Sale 3.2% Liquor License for the Belle Plaine Baseball Association. ALL VOTED AYE. MOTION CARRIED.

5. DEPARTMENT REPORTS.

5.1. Community Services Department.

Community Services Director Nelson Ladd was present. The Council acknowledged receipt of the Community Services Department report.

5.2. Public Works Department.

Public Works Superintendent Al Fahey was present. The Council acknowledged receipt of the Public Works Department report.

5.3. City Engineer Report.

City Engineer Joe Duncan was present. The Council acknowledged receipt of the City Engineer report.

5.4. City Administration Report.

City Administrator David Murphy was present. He invited the City Council to the upcoming EDA training workshop on Tuesday, April 16, 2013 at 5:00 p.m. The Council acknowledged receipt of the City Administration report.

6. PUBLIC FORUM.

John Buszmann – First Street N.E. Road Issue.

Mr. John Buszmann, 360 1st Street N.E., Belle Plaine, asked for city assistance in improving First Street N.E. He distributed photos of the road and asked that gravel and a culvert to assist with drainage. This issue will be added to the public works committee meeting agenda for May 7, 2013. Adjacent property owners and representatives from the township will be invited to attend.

BUSINESS SHOWCASE

Belle Plaine Chiropractic – Dr. Todd Meeker.

Mayor Pingalore welcomed Dr. Todd Meeker, owner of Belle Plaine Chiropractic, 200 West Main Street, and congratulated him on the recent opening of his new facility.

Keys 4/4 Kids – Newell Hill.

Mr. Newell briefly explained the Keys 4/4/ Kids program as administered by the non-profit organization. Mayor Pingalore welcomed Mr. Hill to Belle Plaine.

PROCLAMATION - Arbor Day Proclamation.

Mayor Pingalore read the Arbor Day Proclamation.

7. PUBLIC HEARINGS– NONE SCHEDULED.

8. BUSINESS.

8.1. Presentation of Claims.

MOTION by Councilmember Trost, second by Councilmember Coop, to approve the Presentation of Claims as presented. ALL VOTED AYE. MOTION CARRIED.

8.2. 2012 Audit Report – Brad Falteysek, Abdo, Eick & Meyers.

Mayor Lies welcomed Brad Falteysek from Abdo, Eick & Meyers LLP, the City's auditing firm.

Mr. Falteysek presented the City's 2012 annual audit report and management letter. He provided an overview of the auditing process and reviewed the details in the management letter. He noted the revenues are not covering the expenses for the water and sewer enterprise funds.

MOTION by Councilmember Coop, second by Mayor Pingalore, to accept the 2012 audit report and management letter as presented by Abdo, Eick & Meyers LLP. ALL VOTED AYE. MOTION CARRIED.

8.3. Resolution 13-033 Appointing Chelsea Alger as the Community Development Director.

City Administrator Murphy recommended the appointment of Chelsea Alger as the Community Development Director starting at Step 2 of the wage scale. City Administrator Murphy recommended Step 2 due to Ms. Alger's experience and knowledge of the job duties.

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 13-033 Appointing Chelsea Alger as the Community Development Director at Step 2 of the wage scale.

Councilmember Coop explained he was involved in the interview process and supports Step 2 as recommended by City Administrator Murphy. Councilmember Chard was opposed to the Step 2 starting wage. He recommended Step 1, and after the probationary period is successfully completed, move to Step 2 on the wage scale. Councilmember Trost concurred, noting the large increase between Step 1 and Step 2. Although Councilmember Schneider agreed with Councilmember Chard's comments, he also supported Step 2. Mayor Pingalore noted that Ms. Alger will move to Step 2 on January 1, 2013, contingent upon successful performance evaluation.

Councilmembers Coop and Chard accepted a friendly amendment to the motion, changing the starting wage from Step 2 to Step 1. The motion now reads:

MOTION by Councilmember Coop, second by Councilmember Chard, to approve Resolution 13-033 Appointing Chelsea Alger as the Community Development Director at Step 1 of the wage scale. ALL VOTED AYE. MOTION CARRIED.

8.4. Ordinance 13-06 An Ordinance Amending Section 305.07 of the City Code Pertaining to Charitable Gambling Regulations.

Mayor Pingalore referenced a memo dated April 1, 2013 from City Administrator Murphy regarding proposed Ordinance 13-06.

City Administrator Murphy explained that State Statute allows for cities to establish by ordinance a requirement that organizations contribute up to ten percent per year of net profits to a fund that the City administers. This item was discussed at the March 4, 2013 council meeting and staff was directed to prepare an ordinance amendment for council approval. This ordinance amendment allows for 10% of each organization's net profits derived from lawful gambling conducted at premises located within the city shall be contributed directly to the city. The city shall expend contributions it receives for police, fire or other emergency or public safety-related services, equipment or training, but not pension obligations. All organizations that conduct charitable gambling have been notified of the proposed ordinance change and notice of the meeting. The funds received from lawful gambling proceeds are required by statute, to be utilized for public safety. The revenue would be accounted for in the general fund. The new revenue source for funding public safety would allow council to utilize the current funding revenue sources in other areas of the city's general fund budget. A budget amendment to account for the changes would be discussed at the April workshop.

Councilmember Trost had requested the funds be used for youth activities and recreation and questioned why the use is stated for public safety-related services. City Administrator Murphy explained that State Statute restricts the type of use for the funds. Joe Behnke, representing the Friends of the Library charitable gambling organization, asked that the effective date allow adequate time for the Friends of the Library to complete current payments for the library. Councilmember Coop recommended an effective date of July 1, 2013.

MOTION by Councilmember Coop, second by Councilmember Chard, to adopt Ordinance 13-06 An Ordinance Amending Section 305.07 of the City Code Pertaining to Charitable Gambling Regulations, with an effective date of July 1, 2013. ALL VOTED AYE. MOTION CARRIED.

8.5. Resolution 13-034 Establishing Staff Accountant Position, Adopting Job Description and Pay Scale and Authorizing Staff to Proceed with Advertising to Seek Candidates for the Position.

Mayor Pingalore referenced a memo dated April 1, 2013 from City Administrator Murphy regarding the staff accountant position.

Finance Director Meyer explained that staff advertised for the vacant accounting technician position in January 2013 with council approval. Through the process of reviewing applications and the job description, staff noted that the accounting technician description did not sufficiently cover duties assigned to the position. At the February 2013 council workshop, staff updated the council on this information and the application review process. It was recommended by staff to correct the position description and send it out to the pay equity consultant for recommended pay scale. At the March 2013 council workshop, staff updated the council on the job description and wage scale for the corrected position. There are sufficient differences between in the job responsibilities that staff recommends that the application process be re-opened. Applicants for the accounting technician position that scored in the top six and may qualify for the new position will be offered the opportunity to have their application considered. All other applicants will receive a letter ending their application process. Attached is the new job description and wage scale for the staff accountant position. It was not budgeted for 2013 to restructure a position in the Finance Department. This positions starting wage is $6,295.51 annually more than the what the accounting technician was budgeted at for the year 2013. This will result in a budget overage in this line item.

Councilmember Trost was opposed to the establishment of the staff accountant position due to the high salary. He recommended the position remain as accounting technician. Councilmember Coop asked whether an employee can refuse to perform job duties not identified in the job description. City Administrator Murphy said the employee could file a grievance and follow the appeal process listed in the city's personnel policy. Councilmember Coop questioned whether this is a way to avoid comp worth compliance. Mayor Pingalore supports the staff accountant position.

MOTION by Councilmember Coop, second by Councilmember Schneider, to approve Resolution 13-034 Establishing Staff Accountant Position, Adopting Job Description and Pay Scale and Authorizing Staff to Proceed with Advertising to Seek Candidates for the Position. Councilmember Trost VOTED NAY. ALL OTHERS VOTED AYE. MOTION CARRIED.

9. ADMINISTRATION.
9.1. Upcoming Meetings.
1. Public Works, 11:00 a.m., Tuesday, April 2.
2. Public Safety, 4:00 p.m., Wednesday, April 3.
3. EDA, 5:00 p.m., Monday, April 8.
4. Planning Commission, 7:00 p.m., Monday, April 8.
5. Design Committee, 5:00 p.m., Monday, April 15.
6. Board of Appeal and Equalization, 5:30 p.m., Monday, April 15.
7. City Council, 6:00 p.m., Monday, April 15.

The council was reminded of the upcoming meetings as listed. Mayor Pingalore noted coffee with the mayor will be heold on April 4, 2013 from 7:00 a.m. to 9:00 a.m. at McDonald's restaurant.

COUNCIL MEETING START TIME

Councilmember Coop suggested the council meetings start at 6:30 p.m. to accommodate the work schedule of Councilmember Chard. The council concurred and council meetings will start at 6:30 p.m. effective May 6, 2013.

10. ADJOURN.

MOTION by Councilmember Trost, second by Councilmember Chard, to adjourn at 7:10 p.m. ALL VOTED AYE. MOTION CARRIED.

Respectfully submitted,

Patricia Krings
Recording Secretary